

**Minutes of the Personnel Committee
Tuesday, October 20, 2009**

Chair Schellinger called the meeting to order at 1:00 p.m. and led the committee in the Pledge of Allegiance.

Committee Members Present:

Tom Schellinger (Chair)
James Heinrich

Ted Rolfs
Steve Wimmer
Dave Falstad

Absent:

Peter Gundrum
Paul Decker

Present:

Legislative Policy Advisor Dave Krahn
Employment Services Manager Sue Zastrow
Labor Relations Manager Jim Richter

Office Services Coordinator Windy Jicha
Senior Financial Analyst Bill Duckwitz

Approve Minutes of October 6, 2009

MOTION: Heinrich moved, Wimmer second, to approve the minutes of October 6, 2009. Motion carried 5-0.

Executive Committee Report of October 19, 2009

Schellinger said the committee approved three ordinances and the appointment of Allison Bussler as the Director of Public Works.

Schedule Next Meeting Dates

- November 3
- November 17

Ordinance 164-O-057: Create New and Abolish Existing Positions, Reclassify Positions, Approve Equity Adjustments, Transfer Positions to Health and Human Services, Re-Title Positions, and Remove Sunset Provision From Positions

MOTION: Rolfs moved, Falstad second, to approve Ordinance 164-O-057.

Wimmer said this ordinance saves the county \$133K annually. Heinrich said it also presents long-term savings to the county due to fewer employees.

Motion carried 5-0.

Review and Approve Revisions to Classification Specifications Resulting from 2009 Studies

Zastrow said 20% of all nonrepresented job specifications are reviewed and revised annually. Regular review of the specifications eliminates large changes if recruitment is necessary.

MOTION: Rolfs moved, Falstad second, to approve 2009 revisions to the classifications specifications. Motion carried 5-0.

Ordinance 164-O-056: Authorize 2010 Waukesha County Furlough (Short Term Layoff) Program

Richter said this ordinance authorizes a furlough program for fiscal year 2010. Under the program most county employees, excluding those directly involved in continuous operations services, will be placed on two, one day layoffs. Employees working in the Courthouse, Administration Center, Health and Human Services Center and Public Health Center will be laid off and the facilities closed on January 18 and July

2, 2010. Due to higher work loads at the time of the main furlough dates, Parks maintenance workers will be furloughed on April 2 and November 24, 2009 and Highway employees will be furloughed July 2 and September 7, 2009.

Heinrich said the fiscal note explains which employees are exempt from furlough but the ordinance does not. Is that a problem? Richter explained several issues are still being taken into consideration for the furlough such as: definition of necessary employees, seniority, after-hours crises for social workers, emergency contingency plans, etc. Krahn said the last sentence of the ordinance indicates "critical services." Richter said the county has the right to lay employees off due to lack of funds or work.

Wimmer asked if the county is required to provide unemployment compensation for furlough days? Richter said certain employees, depending on wage, may receive a partial unemployment claim for the furlough days. The county's total possible exposure could be \$16K.

MOTION: Rolfs moved, Wimmer second, to approve Ordinance 164-O-056. Motion carried 5-0.

Resolution 164-R-007: Support Continuation of Waukesha County Voluntary Unpaid Leave Program For 2010

Richter said this resolution allows employees three, voluntary unpaid leave days through 2010. It is estimated this program will save the county \$80K to \$90K in 2009 for the six-months it was available to employees.

MOTION: Rolfs moved, Wimmer second, to approve Resolution 164-R-007. Motion carried 5-0.

Closed Session: The committee will go into closed session in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s).

MOTION: Rolfs moved, Falstad second, to go into closed session at 1:30 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues pertaining to the AFSCME Master Unit Local 2494, and to approve the closed session minutes of previous meeting(s). Motion carried 5-0.

MOTION: Rolfs moved, Wimmer second, to return to open session at 2:06 p.m. Motion carried 5-0.

MOTION: Rolfs moved, Heinrich second, to adjourn the meeting at 2:06 p.m. Motion carried 5-0.

Respectfully submitted,

Ted Rolfs
Secretary